

Community Planning & Economic Development

Crown Roller Mill, 105 Fifth Ave. S.
Suite 200
Minneapolis, MN 55401



MEMORANDUM

TO: Owners/Developers of Properties Located in the City of Minneapolis
RE: Fall 2016 Brownfield Grant Process -- Important Dates and Deadlines
FROM: Kevin Carroll, Brownfield Program Coordinator

If you have an interest in property located in Minneapolis that is known (or suspected) to be contaminated, you are encouraged to carefully review the information that appears below in order to determine whether you would like to seek financial assistance in the fall 2016 brownfield grant round.

In the spring and fall of each year, applications for environmental investigation and/or remediation (cleanup) grants are accepted by the State of Minnesota [DEED], the Metropolitan Council and Hennepin County. For the fall 2016 funding cycle, all three of the aforementioned programs have the same application deadline: **November 1, 2016**. For a property or project located within the City of Minneapolis, the City must (in most cases) be the "official" applicant, and/or the City Council must approve a Resolution in support of the application, in order for that application to be considered by the funding agencies. (However, the grant application must actually be prepared by the owner/developer that is seeking the funding, even if the grantor's procedures require that the City be the official applicant.)

CITY PRE-APPLICATION REQUIREMENTS; GRANT ASSESSMENT WORKSHEET

If you wish or intend to apply for funding in the fall 2016 brownfield grant round, you will need to submit the following items to the City (at the address provided below) by 12:00 noon on **September 6, 2016**:

1. A completed version of the **actual application form** required by the grantor(s) to which you intend to apply [DEED, Met Council and/or Hennepin County]. Links to the most current versions of the grantors' application forms for the November 1 round will be posted on the City's web site *on or by August 22, 2016* (go to http://www.ci.minneapolis.mn.us/cped/ba/cped_brownfields)
2. A completed **"Grant Assessment Worksheet,"** which will also be posted on the City's web site *on or by August 22, 2016*.
3. A **check** payable to "City of Minneapolis" for the City's application fee. The fee for a single investigation or cleanup application is \$750. If you submit more than one application for the same project in the same round, the total application fee is \$1125 for two applications and \$1500 for three applications. **PLEASE NOTE** that application fees are non-refundable, and shall be retained regardless of whether an application (a) is ultimately submitted to a grantor or (b) results in a grant award.

In addition to the **application fee** referred to above, the Minneapolis City Council has also approved and adopted a City **grant award administration fee** in an amount equal to **7%** of the amount of most awarded grant(s). A lower fee (3%) will be applied to housing projects that comply with the City's Affordable Housing Policy (20% or more of the housing units at or below 60% of the Area Median Income) and commercial/industrial projects located within areas designated as "intervene" in the City's *Great Streets Neighborhood Business District Program*. The grant administration fee will be collected at the time of execution of the subrecipient agreement between the City and the developer (or, in the case of affordable housing projects, at the time of closing with the project's primary lender). Neither grant funds nor City funds may be used to pay this fee. **Grant funds are not available until the project is fully-funded and ready to begin construction.** Additional City requirements may apply to brownfield grant awards, including (but not limited to) the need to prepare and submit affirmation action plans, if no such plans are currently on file with the City.

The City of Minneapolis will be conducting an informal meeting for prospective brownfield grant applicants from 1:00 p.m. to 2:30 p.m. on Thursday, August 25, 2016. The meeting will be held in conference Room #3 on the 2nd floor of the Crown Roller Mill at 105 5th Avenue South in Minneapolis. Advance registration is not required. At the meeting, City staff will offer suggestions and field questions about the fall brownfield grant round.

PLEASE NOTE that due to problems related to Response Action Plans [RAPs] for projects that sought funding in prior brownfield grant rounds, the City's analysis of any project seeking funding in the fall 2016 round will require proof that (a) any RAP that was approved more than a year before the City's pre-application deadline is still considered valid by the MPCA and that (b) the project's RAP is based on a project boundary that exactly matches the project boundary that is referred to in the project's grant pre-application(s).

If you are involved in a project that currently plans to seek brownfield funding in the fall 2016 brownfield grant round to assist with the cost of investigating and/or cleaning up a contaminated site, please indicate that fact by sending an email to me at the email address listed below. I am creating a separate email distribution list for prospective grant applicants and other interested parties. It will be used to provide periodic updates regarding the process and to solicit any supplemental information that the City may need in connection with its review of the submitted pre-applications.

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